



April 1, 2020

Dear Child Care Providers:

The Office of Child and Family Services (OCFS) wants to thank all of you for your ongoing commitment to Maine's children and families. In light of the recent "Stay Healthy at Home" Executive Order, OCFS has fielded numerous questions regarding child care services. Several reoccurring questions are answered below.

The following guidance is subject to change, however, as of 5pm on 4/1/2020, it is based on currently available information and recommendations.

Q: Does the Governor's Executive Order impact continued operation of child care?

A: All guidance can be found on the OCFS COVID-19 [web page](#). It remains each provider's decision whether or not to operate. **The March 31, 2020 Executive Order does not order that child cares close.** OCFS continues to encourage and support child care providers who choose to remain open providing care to children of Maine's working families who cannot work from home.

Q: The Stay at Home Order restricts travel. Do child care staff need documentation or verification of employment status for their travel?

A: Staff should only need to indicate where they are traveling if stopped by law enforcement and questioned. If the child care provider wishes to provide some documentation, the provider may do so.

Q: Are child care providers required to verify parental essential employment?

A: Verification of parental employment status is not required.

Q: Should providers revise program policies for a time limited period?

A: Licensing is not requiring that policies be revised. It is a recommendation for this unprecedented period of time. Should you choose to make revisions to your current policies, it is encouraged that these changes are reviewed and signed by the parent or legal guardian.

Policies that may be considered include:

- Drop-off / Pick-up Policies – this could include dropping off or picking up at doorways or in entry ways only. Limiting or eliminating visitors at the program at this time.

- Daily Health Screening – this could include using the health screening tools Children’s Licensing and Investigation Services provided for children and staff. These can be found on the OCFS COVID–19 [webpage](#).
- More stringent health policies – consider including language that children that have a fever, cough, and shortness of breath will not be accepted or will be sent home.
- Adding guidance regarding the need for quarantine and/or isolation for children, family members or staff in accordance with current [CDC guidelines](#).

The situation around COVID-19 remains very fluid. If OCFS receives updated guidance or direction, we will advise providers accordingly.

Thank you,

OCFS, Children’s Licensing and Investigation Services